

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Wednesday, November 13, 2013 1:02 PM
To: Livingstone, Gail
Subject: RE: thank you- RE: 3 Boxes (03-0104, 03-0113) to Pick up on your next run to the FRC, 11/14/13

Hi Gail,

Keeping convenience copies of records transferred to NARA is fine. Please make sure they're clearly marked as a copy/non-record – that's all.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Livingstone, Gail
Sent: Wednesday, November 13, 2013 12:58 PM
To: Aoyama, Joyce
Subject: thank you- RE: 3 Boxes (03-0104, 03-0113) to Pick up on your next run to the FRC, 11/14/13

THANK YOUUUUUUUUU! I owe you a serious treat!
I've been so busy this a.m., I didn't have time to get into Versatile to dig up the 2nd box #.
You're a peach.

I figure that another reason we want (Jill) to look in these boxes is to try to decide if we need a "convenience copy" of anything in there (within reason/ keeping that concept small and limited/ not copying the entire box- just a doc or 2, IF needed). Does this sound logical? (it's something I came up with).

Jill and I will probably meet next week, in honor of File Cleanup Days.. I'm not sure if the OWW has a specific day yet for that—I'll ask Joanne Chin.

See ya',
Best,
-Gail

From: Aoyama, Joyce
Sent: Wednesday, November 13, 2013 11:12 AM
To: R10-SUPPORT SERVICES Mail Group
Cc: Wells, Mike; Kahlo, Meaghan; Livingstone, Gail
Subject: 3 Boxes (03-0104, 03-0113) to Pick up on your next run to the FRC, 11/14/13

Mail Room,

Please pick up the following boxes from the FRC and deliver them to Gail Livingstone (OWW-134) on your next run, Thursday, 11/14/13. Thanks!

412-03-0113
Boxes 1-2 of 2
(2685, 6751),

412-03-0104
Box 1 of 1
(2665)

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
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